

**Waconia Choir Boosters
Waconia, Minnesota**

**Meeting Minutes
August 10, 2004
6:30pm High School Choir Room**

CALL TO ORDER

President Linda Stanton called the meeting to order at 6:30pm.

Board Members	Present	Absent
Tina Brown		X
Joan Iacona		X
Jean Krukowski- Secretary		X
Chuck Larsen	X	
Marilyn Laulainen	X	
Susan Morimoto- Vice President	X	
Becky Neubauer	X	
Kristie Niebeling	X	
Cynthia Overson		X
Gail Peters	X	
Jack Ramm	X	
Colleen Slice	X	
Craig Stanton	X	
Linda Stanton- President	X	
Scott Stole- Treasurer	X	
Susan Stubson	X	
Audrey Wessale		X
Choir Director		
Aaron R. Olson	X	
Others		

Secretary Report (July 2004) – Susan Stubson made a motion to accept the July 2004 minutes. Scott Stole seconded the motion, and the motion carried.

Treasurer Report-

- Treasurer, Scott Stole has made the bank transfer to Security Bank, leaving the Ron Larsen CD and enough funds in the checking at the other bank to cover outstanding checks.
- The current checking balance at Security, after the deposits from the Golf Scramble, is \$35,126.35.

- There is just one bill in Accounts Payable, and that is from the Golf Scramble.
- The total outstanding fees for 2004/2005, including megawatt, but not including stage crew are \$16,135.00. There appears to be approximately \$3100.00 showing delinquent from 2003/2004
- Scott Stole and Mr. Olson went through the student accounts and were able to account for \$7499.69.
- \$1181.00 in dormant accounts was transferred to the general fund.
- The official mailing address for the Waconia Choir Boosters at 1400 Community Dr. Waconia, MN 55387. (High School address.)
- Scott reported that at this point it does not look like we have tax exempt status (501© (3)); however that does not mean that we do not have non-profit status. Scott will investigate this further with the help of the finance committee.

Old Business:

Approval of June Minutes - Minutes of annual meeting and June booster meeting were sent via E-mail to all booster members. Minutes were not approved as some changes had to be made. Will look at amended minutes in September 2004.

Status of transferring financial information-Covered in Treasurer Report.

Committee Updates:

- **Finance Committee**-The finance committee met and brought the following recommendations to the board:
 1. Draft for the bylaws regarding signatures at the bank. The finance committee is recommending that besides the Treasurer the authorized signatures at the bank include at least two others, i.e., President and Vice President; President and Director, or all officers – President, Vice President, Treasurer, and Secretary.
 2. Credit Card for Director. The finance committee is recommending that we provide the Director with a credit card to be used exclusively for Waconia Choir business; a \$1500.00 limit was discussed. Scott Stole made a motion to pursue looking into different options in obtaining a credit card for this need, Becky Neubauer seconded, and the motion carried.
 3. Policies and forms;
 - The finance committee is recommending that a policy be set regarding reimbursement of expenses, to include procedure and forms. A formal policy and forms will be submitted by the finance committee for approval. Suggestions were made to inform the general public of the new policy by announcing it at the mandatory parent meeting and/or making the policy and forms available on the website.
 - The finance committee is recommending a policy for NSF checks be implemented. Policy and form letters are being drafted by the finance committee, and will be presented to the board for approval.
 4. The finance committee is also recommending that analysis of fundraisers be included in the scope of their responsibilities.
- **Scholarship Committee**- The Scholarship Committee, Susan Stubson, Craig Stanton, and Marilyn Laulainen, have met, and will have a report ready for the next board meeting.

Fund Raising Updates:

- **Golf Scramble- 7/31/04** – Considered a success, with 75 golfers and nearing our goal of \$3,000.00. Everyone had a great time, and looking forward to next year. The committee will be sending out Thank you cards.
- **Coupon Book- 8/10/04** – We ordered 500 booklets at a cost to us of \$10.00 per book, and are committed to 300 booklets or \$3,000.00. At last report, the kids have sold 267 @ \$20.00 each, leaving a balance of 233 booklets. The group will continue to sell the booklets after the blitz in an effort to sell all 500. This fundraiser goes into the General fund, and will remain that way after the blitz.
- **Mackenthun's Bagging – 8/25/04** – Mackenthun's gave us the opportunity to be involved in this fundraiser during dollar days. It was decided to do this fundraiser rather than the car wash. Cynthia Overson and Susan Morimoto will be in charge.
- **Spaghetti Dinner – January 2005**– It has been confirmed that Deb Paulson and Deb Fredrickson will chair this event.
- **Star Power**- This committee has met and began the process of defining and delegating responsibilities. They will continue to meet on a regular basis to stay on track.

Board Members – Should we limit the number of board members? Should we amend the by-laws regarding a quorum? *This topic was tabled for future discussions.*

New Business:

Liaisons for each committee from Board-will establish after Parent meeting. Board members, be thinking of which event you would like to be liaison for.

Need for Volunteer Coordinator: Janet Ramm has volunteered for this position. Janet will be introduced at the Parent Meeting on 9/20/04. Colleen Slice has offered to help Janet.

New fundraising ideas: Scott Stole proposed a fundraiser selling soft water salt every six months. The company furnishing the salt would give us an exclusive for our area, and we would establish a customer base. The issue of the weight and lifting of the salt bags was discussed. Scott stated that other groups that have done this fundraiser have been very successful. *This was tabled for further discussion.*

Parent Meeting – 9/20/04 at 7:00 p.m. – A suggestion was made that we have colored coded name tags for rookies and veterans that includes the name of the child. Committees for the parents to sign up for need to be defined before that night, and need to include a website committee. Fanwear Apparel also needs to be discussed before the parent meeting.

Next Meeting: September 13th 6:30pm
Waconia High School Choir Room

Meeting Adjourned- Chuck Larsen made a motion to adjourn, Colleen Slice seconded, motion carried.

Respectfully submitted,

Susan Morimoto